

MVAC MINUTES – DECEMBER 8, 2004

The meeting was held on December 8, 2004 at the Division of Wildlife. Larry Wegrzyn started the meeting at 9:00 am.

In Attendance: Ronni Hunter – DOR Gaming, Patti Torres – DOLE, Bruce Burgess – DOHE Auraria, Gene Stroh – DOHE CSU, Fred Trujillo – DOL, Russ Wilcox – DOHE UCCS, Dave Monson – DOC, Barb Garcia – DOHE Metro, Mary Anne Kramer – CBI, Karen Griggs – CSP, Barbara Taylor – DOHE UNC, Michael Stadler – DOHE UNC, Walter Black – DOT, Stephanie Gelt – DOT, Nestor Lujan – DOR DMVDL, Al Weltzheimer – DOMA, Lillian Bourne – DOT, Beth Ann Wieder – DOT, Dave Russell – DOW, Grant Hammett – DORA, Roger Friedrich – DOHS, representing Fleet – Larry Wegrzyn and Terry Sisneros.

The presentation on T-Rex will be delayed due to the meeting being held at SFM.

Updates

- Replacements – FY05 packets have been sent out. The term on the leases will be extended by one year. Certain vehicles will be exempted. This is a complicated accounting issue but essentially the Federal Department of Health and Human Services has determined that SFM is depreciating too fast. The problem has been exaggerated with the reduction of replacement vehicles. As a result the State may be liable for fines enforced by the Federal department. The average age for a fleet vehicle is about 8 years and depreciates at 4-6 years. One solution is to add a year to the term of replacement vehicles for FY05 (no decision yet on FY06) to help bring the depreciation issue into balance.

The lease/loan terms will be established in February when the “New Vehicle Registration Form” is sent out. It was asked, “What authority does the Federal department have over the State?” Response is that the State receives Federal funds some of which are used to cover vehicle costs.

The Controllers Office has put together a memo regarding this issue. The end result will not affect current appropriations (FY05 supplemental). The problem will be that some vehicles will mile out before the loans are paid. This may push back some replacements several years from now. Maybe the salvage proceeds can be used to cover the balance; this will leave less money to cover management fees.

- SFM Operations: the receptionist position has not been filled, call center is one person short and the motor pool is one person short. Because of this SFM is asking everyone to comply with the vehicle turn-in requirements. Please remove light bars, radios, decals, etc. SFM will send out a memo regarding compliance with the procedures and cost estimates for non-compliance since we will have to send this work out to third party vendors.

- Short Term Clean Up – SFM extended the turn in date on several short term and delayed turn in vehicles last year due to the shortage of vehicles. Please turn these in ASAP so they can be moved through an auction before new vehicles are delivered. SFM will need to move old and new vehicles quickly. DOW will be used as an overflow for parking vehicles. Most of CSP's vehicles are delivered directly to their facility.
- Vehicle Use – Handout (Operation of State Motor Vehicles) this outlines who can operate State vehicles per Risk Management and Fleet. SFM will check into subletting vehicles to cities or counties. DOC also has a question about people in their BLM Wild Horse Program and the K-9 program driving state vehicles. SFM will get a ruling out on this.
- E-Tests – a new law took effect 1/1/04 regarding emission tests on vehicles being sold. A vehicle may be sold by SFM if the emission test is within a year of the date of sale. The ORIGINAL Vehicle Inspection Report must be with the vehicle at the time of sale (so it must be there upon turn in). SFM is requesting that the emission test be no more than 9 months old when turned in, to allow time for auction preparation and sale. This has been changed on the Vehicle Turn In Procedures document. If the vehicle is assigned out of the emission area a test is not required for turn in.

Operations

- Audit Status – the auditors were professional and thorough. While SFM may see some value in some of their preliminary recommendations, we do have problems with some of the language of their write up. They seem to want SFM to focus on more enforcement. Example: Premium fuel purchased, they want to know what SFM is doing to prevent this. We contend that SFM does and should delegate the responsibility of managing vehicle use to the agency's vehicle coordinators. They want SFM to assert itself on enforcement regarding preventive maintenance schedule compliance. Vehicle coordinators and drivers can look at this information in CARS (and MyFleet). SFM contends that we are capable of managing the vehicles as assets and the corresponding data but the responsibility of managing vehicle use as a tool and its care has to come primarily from the using agency. SFM strongly encourages vehicle care be part of performance planning.

A large piece of the audit is on commuting. Commuters other than peace officers and a limited number that qualify as non-personalized use vehicles, will likely have to reimburse. This is per IRS regulations. If the person does not have a legitimate reason for being excluded from reimbursement they must comply with provisions of IRS publication 15b.

SFM does not have a date when the audit will be finished. It was originally going to the Legislative Audit Committee on 12/13/04. SFM does not have a problem with some of the recommendations it is the language being used. Mary Ann Kramer – CBI asked if they have sat with people on operational issues day to day. Response: virtually not at all and SFM told the auditors this was critical from the outset.

SFM has sent out a commuting update spreadsheet as a new process. The auditors also sent out surveys. There are commuters in the system as non-personalized use, but should be peace officer. SFM informed the audit team of the commuting issues in advance of the audit and acknowledged that the program needed to be overhauled. The commuting form will need to be changed.

- Follow Up – technical problems, billing was changed from 12/2/04 to 12/9/04. Documents drop off of the Document Direct Program after 4 months. Agencies can get archived documents for up to 4 years.

SFM need to know who needs hard copies of odometer logs. SFM has requested to have the language changed on the MyFleet odometer log instructions they are incorrect. At the bottom you are instructed to “hit enter” this does nothing you need to click the “save” button. Tab off the cell and mouse click on save.

SFM would like to have a visor card with insurance information, key phone numbers etc. for each car. It was suggested to have a separate card for insurance instead of the one on the last page of the vehicle operator’s manual.

It was suggested CSP contact dealers to buy back their excess tires from the Expeditions.

SFM does not know when the website will be back up and running.

The presentation on T-Rex will be at the January 2005 MVAC meeting.

Happy Birthday Michael Stadler – DOHE UNC.

The meeting was adjourned at 10:25 am.

The next meeting will be January 12, 2005 at 9:00 am. The meeting will be at Division of Wildlife, 6060 Broadway, Big Horn Room.